

CITY OF BURBANK

MAIL ROOM ASSISTANT

DEFINITION

Under supervision, to prepare for delivery and deliver internal and external mail; to do routine clerical work; to do related work as required.

ESSENTIAL FUNCTIONS

Collects and delivers correspondence, articles, files, records, documents, and general subject matter to City Departments; assists in receiving, opening, time stamping, sorting, routing, and delivering in-coming mail; operates mailing machine; delivers and picks up mail and packages to and from external postal services; maintains record of postage; operates machines and devices; does routine clerical work; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - basic office methods and procedures; proper lifting techniques; alphabetizing, indexing, and filing methods; basic math.
- Ability to – operate duplicating machine and other office equipment; understand and follow oral and written directions; lift and move objects weighing up to 50lbs.; establish and maintain effective working relationships with superiors, fellow employees, and the public.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.